



**Maine State Government
Dept. of Administrative & Financial Services
Office of Information Technology (OIT)**

Network Device Management Policy

I. Statement

The Office of Information Technology (OIT) will take all necessary measures to ensure the security and acceptable performance of the *state network*.

II. Purpose

This policy defines the measures that must be undertaken in order to ensure acceptable levels of performance and security for all users of the *state network*.

III. Applicability

This policy applies to any device connecting to the *state network*.

IV. Responsibilities

A. Chief Technology Officer: The OIT Chief Technology Officer owns, executes, and enforces this policy.

B. OIT Security, Network Services, Customer Support, and the Agency Technology Business Consultant will jointly investigate issues and create solutions.

C. Technology Business Consultant (TBC): Handles agency notification for any device subject to isolation/disconnection/impounding.

V. Directives

A. OIT must have at least a read-only access to any device connecting to the *state network*.

B. Any vendor-managed device connecting to the *state network* must be isolated from the rest of the *state network*. OIT will determine the isolation method, which must be funded by the sponsor of the project/initiative that joins the vendor-managed device to the *state network*.

C. Any device using the *state network* may be isolated and/or disconnected and/or impounded for reasons including, but not limited to: Device Type & Configuration not in alignment with OIT standards, Adverse impact to the Network, Viruses and/or Malware, Excessive non-business critical bandwidth utilization, etc. Any such action will be

Network Device Management Policy

coordinated through the Agency.

D. No device connected to the *state network* is allowed to join another network simultaneously.

E. No unauthorized *device* may be added to the *state network*.

VI. Definitions

A. Device: Includes servers, routers, switches, hubs, Wi-Fi access points, Wi-Fi hotspots, HVAC controllers, building access controllers, etc. This does not include consumer-grade computing/communication devices (individual phones, tablets, laptops, workstations, etc.), which are exempt from this policy.

B. State network: The State of Maine Wide Area Network, State of Maine Demilitarized Zone (DMZ) networks, or any other secure network managed by the State of Maine.

VII. References

VIII. Document Information

Initial Issue Date: October 24, 2011

Latest Revision Date: March 3, 2016

Point of Contact: Henry Quintal, Architecture Policy Administrator, OIT, (207) 624-8836.

Approved By: James R. Smith, Chief Information Officer, OIT, (207) 624-7568.

Enforced by: Greg McNeal, Chief Technology Officer, OIT, (207) 624-7568.

Legal Citation: [Title 5, Chapter 163: Office of Information Technology](#)¹

Waiver Process: See the [Waiver Policy](#)².

¹ <http://legislature.maine.gov/statutes/5/title5ch163sec0.html>

² <http://maine.gov/oit/policies/waiver.htm>